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DD/M&S Registry

File *Personnel 5*

DD/M&S 74-1080

26 MAR 1974

MEMORANDUM FOR: Chief, Plans Staff, Office of Personnel

ATTENTION:

[Redacted]

STAT

SUBJECT : Personnel Practices Symposium

1. Reference is made to your memorandum of 21 March 1974, which requested a DD/M&S participant in the Personnel Practices Symposium scheduled for 9 and 10 April 1974.

2. This is to advise that the DD/M&S has designated [Redacted] Assistant Career Management Officer, as our representative to the Symposium. [Redacted] can be reached on extension 4142 should there be any administrative problems to be resolved.

STAT

STAT

[Redacted]
Executive Officer to the
Deputy Director
for Management and Services

STAT

~~cc:~~

[Redacted]

STAT

EO-DD/M&S [Redacted] (26 Mar 74)

STAT

Distribution:

Orig - Adse

~~1~~ - DD/M&S Subject w/background (DD/M&S 74-1050)

1 - DD/M&S Chrono

DD/M&S 74-1050: Memo dtd 21 Mar 74 to DD/M&S fr D/Pers, subj:
Personnel Practices Symposium, 9 and 10 April 1974

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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED	CONFIDENTIAL	SECRET	
OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	Mr. Brownman	28 MAR 74	<i>[Signature]</i>
2		3/26/74	<i>[Signature]</i>
3			STAT
4			
5			
6			
	ACTION	DIRECT REPLY	PREPARE REPLY
	APPROVAL	DISPATCH	RECOMMENDATION
	COMMENT	FILE	RETURN
	CONCURRENCE	INFORMATION	SIGNATURE
<p>Remarks: I believe [redacted] is ideally suited on the basis of background, experience, and current assignment--to serve as the DD/M&S representative. He knows [redacted] and could work well with her on this program. Recommend that [redacted] be designated.</p> <p style="text-align: right;">STAT</p> <p style="text-align: right; margin-top: 20px;"><i>[Signature]</i> <i>[Signature]</i> LJD</p> <p style="text-align: right;">STAT</p>			
Att: DD/M&S 74-1050			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
Executive Officer to the DD/M&S			25 Mar 74
UNCLASSIFIED	CONFIDENTIAL	SECRET	

~~ADMINISTRATIVE~~
INTERNAL USE ONLYDD/M&S 74-1050MEMORANDUM FOR: Deputy Director for Management & Services **21 MAR 1974**

SUBJECT : Personnel Practices Symposium, 9 and 10 April 1974

1. We see a need for the Office of Personnel to be the "clearing house" for the identification, review and sharing of personnel information related to successful approaches developed within the components and Career Services as well as the focal point for assistance to operating managers in carrying out their personnel management responsibilities. The Director agrees with us and supports our efforts in carrying out this function.

2. In order to gain a better understanding of personnel practices in the Agency, we developed a Personnel Practices Survey. Our pilot survey included five components. We interviewed representatives of these components covering a wide range of personnel issues. We analyzed the initial findings and are in the process of establishing our modus operandi for the remainder of the Survey.

3. It is necessary to complete the Survey before presenting a fully comprehensive demonstration of its results. However, we would like to share with you our preliminary results on training and counseling. In addition, we would like to share some ideas on training concepts and models and counseling principles and techniques and have invited the Office of Training and the Psychological Services Staff to make presentations on the respective subjects. Certain components have been asked also to discuss training and counseling practices in effect in their areas.

4. We will present a symposium on training and counseling on 9 and 10 April in Room GA-13 Headquarters. The training session will run from 9:00 a.m. to 3:00 p.m. on 9 April and the counseling session from 9:00 a.m. to 12:30 p.m. on 10 April.

5. As you are aware, Directorates and components will incur new responsibilities in these areas as the result of the CIA Management Committee's approval of recommendations by the Personnel Approaches Study Group. To represent your concern in the issues to be discussed in this symposium, please designate a participant who is knowledgeable of the training and counseling practices in your office. Encourage him to be prepared to bring samples or illustrations of your procedures, and to raise any questions of particular interest to you.

6. It is requested that you forward the officer's name, title, and grade to OP/Plans Staff, 626 C of C Building, not later than 29 March.

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F. W. M. Janney
Director of Personnel

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PERSONNEL PRACTICES SYMPOSIUM

9 & 10 April 1974, Room GA-13 Hqs.

Tuesday, 9 April

9:00 - 9:15 Opening Remarks
F.W.M. Janney, Director of Personnel
(Purpose of the Symposium and Relationship to the
Personnel Practices Survey, as approved by the DCI)

Component Planning of Employee Training

9:15 - 9:30	Findings on Training in Personnel Practices Survey [redacted] Personnel Officer	STAT
9:30 - 10:00	APP, PDP and PASG [redacted] DD/Pers/Plans & Control (Training Responsibilities - PASG; Training Guide- lines - PDP; Planned Training - APP)	STAT
10:00 - 10:15	Coffee Break	
10:15 - 10:45	Training Developments and Directions [redacted] Director of Training	STAT
10:45 - 11:45	Training: Profiles, Costs and Value [redacted] Chief, Plans & Development/OTR	STAT
11:45 - 12:45	Lunch	
12:45 - 1:00	Training in Logistics [redacted] Training Officer	STAT
1:00 - 1:15	Training in FBIS [redacted] Career Development Officer	STAT
1:15 - 1:30	Training in OER [redacted] Administrative Officer	STAT
1:30 - 2:30	Group Discussions	
2:30 - 3:00	Informal Group Reports and General Comments	

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PERSONNEL PRACTICES SYMPOSIUM

9 & 10 April 1974, Room GA-13 Hqs.

Career Counseling

Wednesday, 10 April

9:00 - 9:15	Purpose of the Session and Findings on Counseling in Personnel Practices Survey [redacted] Personnel Officer	STAT
9:15 - 9:35	Counseling Available in OP/SPD [redacted] Chief, Staff Personnel Division (Placement, Exit, Follow-up, EEO)	STAT
9:35 - 9:50	Counseling Available in OMS/PS [redacted] Chief, Psychiatric Staff	STAT
9:50 - 10:05	Counseling Available in OMS/PSS [redacted] Psychologist	STAT
10:05 - 10:45	Principles and Techniques of Career and Job Counseling [redacted] Psychologist	STAT
10:45 - 10:55	Coffee Break	
10:55 - 11:20	Counseling in the DDO [redacted] Chief, Career Management Group	STAT
11:20 - 11:45	Counseling in the Office of Communications [redacted] Chief, Assignment & Evaluation Branch	STAT
11:45 - 12:30	Discussion	

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